

Policy

Policy Title:	Facilities Development				
Policy Number:	DHS-030-002	Version:	1.0	Effective Date:	02/15/2002

DHS Chief Administrative Officer

02/15/2002

Approved By: (Authorized Signer Name)

Date Approved

Overview

Purpose/Rationale:

Contains Policy and Outlines Process For Development Of New and Renewal Leases.

Policy

DHS will develop facilities that meet the needs of DHS clients.

DHS facilities will be developed in the most effective and efficient manner possible.

DHS will develop facilities that can house other state or county or city partners, community partners when possible to do so. The goal is to provide the best possible service for DHS clients.

All DHS facilities that house DHS Service Providers must be developed to reflect an integrated design supportive of the DHS Service Integration Model.

The inclusion of community partners and other governmental agencies must be considered during the development phase of every new facility or remodel.

Partners should be notified 3 years in advance of new construction and 2 years in advance of lease renewals.

The SDA manager and Facility Coordinator will work together with local partners to hold community meetings with local DHS staff and Partners to explain the DHS concept of service integration and determine interest in the project.

The SDA and Facility Coordinator will determine the Community Partners. Interested partners will then be asked to submit space request and rental commitments.

Procedure(s) that apply:

None

Form(s) that apply:

None

Definition(s):

See Common Terms for department-wide support services policies

Reference(s):

None

Contact(s):

Name: Linda Riddell; **Phone:** 503-945-5817; **Email:** linda.c.riddell@state.or.us

Policy History:

- **Version 1.0:**
 - 02/15/2002 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

